

IPRS Implementation Steering Committee
Meeting Minutes - May 4, 2001

IPRS Implementation Steering Committee Attendees:

Tara Larson, Project Sponsor, Asst. Dir. QA
Gary Fuquay, Project Sponsor, Controller's Office
Karen Andrews, AD-Pathways
Mark Robeson, MIS-Lee-Harnett
Diane Poe, MIS-Centerpoint
Barbara Moore, Finance – Tideland
Melanie Thomas, Clinical/Records/Overall Rep – Alamance-Caswell

IPRS Implementation Support:

Jack Chappell, Controller's Office
Bob Duke, Controller's Office
Ann Rodriguez, NCCCP
Carol Duncan Clayton (absent)
Duncan Munn, Early Childhood Development
Don Harrison, CenterPoint

Division Implementation Team:

Gary Imes, Chief, IT Section
Joan Kaye, Communications (absent)
Tim Wildfire, Project Manager, IT Section
Jim Jarrard, Acting Chief, Program Accountability
Jim Ryals, DIRM
Rick Olson, DIRM – Facilitator

The following are the proceedings of the meeting:

1) Introduction of the Committee Members and general statements regarding the Committee's purpose

2) Committee Responsibilities and Focus

- Our mission is to perform all communication and coordination responsibilities to ensure all Area Programs successfully participate in the rollout project and are ready for production by July 1, 2002.
- Review and Provide Feedback On Rollout Plans and Documentation
 - Policy issues will be a consideration, but policies are not the group's responsibility.
 - Special meetings may be necessary to address some topics in a timely manner
 - Bring Area Program concerns and issues to the table ASAP
- How To Create Work Groups To Address Specific Tasks/Concerns
 - Work groups can address special topics, such as helping to define the committee's direction in a particular area or to do detailed planning of roll out activities
 - The group will make decisions in meetings when possible (some decisions may come from the work of the council group)
 - When necessary, small groups will be organized and will work via conference calls.
- How to communicate Rollout Strategy and Timeline
 - Post meeting minutes and agenda on the IPRS web site. Mark Robeson complimented the site and suggested adding a place for questions.
 - Present IPRS status in Area Program standing meetings
 - Present IPRS status and suggestions in Council meetings
 - Tim Wildfire will present at the FARO conference (browser screen functionality)

3) IPRS Rollout Implementation Chart (Handout - Draft only)

- Tim Wildfire walked through the implementation plan
- IPRS shares the MMIS+ core processing engine for supplying services to clients and to process their claims
- EDS is fiscal agent for this project and the contract for the pilot sites is being developed at this time. The contract should state that Area Programs will not be penalized, should EDS have system problems (a problem's origin was not IPRS).

- Good network connectivity is critical to a successful IPRS implementation.
- Our schedule needs to account for key HIPAA events to ensure Area Programs and their software vendors are not required to make changes twice (especially in the area of code sets and transactions sets).
- The IPRS system will not accept paper claims.
- There will be 39 billing providers enrolled. Sub-providers will be required to submit their requests using the proper forms.
- Barbara Moore shared her concern about the shortness of the 14-month time frame for IPRS rollout and the stiff consequences for Area Programs that could not meet that deadline.
- Barbara Moore and Mark Robeson mentioned their concern about identifying and obtaining necessary funds for their budgets. Some Area Programs are likely to request funding assistance.

4) IPRS Coordinators

- Thirteen Area Programs have provided the names of their IPRS coordinator and the other requested information. The remaining Area Programs will need to identify an IPRS coordinator.
- IPRS coordinators will be responsible for sending IPRS general and technical communications to their Area Program's software vendor.

5) Travel/Public Communications

- The recent budget restraints have greatly limited travel and other expenditures.
- Email will be the group's preferred method of communication
- To ensure key emails are read, we will develop a standard method of highlighting to indicate immediate action is required.
- Mailing lists will be created to ensure all interested parties are kept informed. We will ensure MIS personnel are directly copied.

6) Questions/Concerns

- Questions raised between meetings will be addressed and added to the next meetings' agenda.
- The Division Implementation team will address questions and concerns on a day to day basis.

7) IPRS News Bulletin

- IPRS News Bulletins will be written and distributed when needed to keep everyone informed. They will also be issued to answer concerns from Area Programs. If this can be done quickly we can keep concerns from becoming issues.
- The first bulletin was sent out via email

8) Meeting Frequency, Next Meeting Date and Location

- Discussion of how often to meet. **The next meeting will be June 27, 2001, 1- 3pm,** location - to be announced. After that meeting the last Wednesday of the month was proposed. The group will check schedules and notify Rick Olson of their availability.
- Gary Imes mentioned the pilot sites will be joining the advisory group. Gary will be the liaison with other groups related to IPRS (MMIS+ & IPRS Governance, CNDs, HEARTS).

(Minutes recorded by Linda Hochhalter)